# Department of Labor Delaware Employment and Training (DET) Frequently Asked Questions:

## What is Delaware JobLink (DJL)?

Delaware JobLink is a web-based workforce development system which provides resources for both employers and job seekers. Job Seekers can register in DJL, create multiple resumes to enhance marketability, connect with employers, and apply for current job opportunities. Services include advanced job searches, receive job alerts by email or text and many more benefits at no cost. Additionally, participants can access Labor Market Information, search for training and education providers, instructional workshops, upcoming job fairs, and supportive resources.

## How do I create a job seeker account and/or resume in Delaware JobLink (DJL)?

- Step 1, Type <a href="https://joblink.delaware.gov">https://joblink.delaware.gov</a>, to create a new account.
- Step 2 Click LOG IN/REGISTER
- Step 3 Go to NEED TO REGISTER, and select JOB SEEKER
- Step 4 Click CREATE A JOBSEEKER ACCOUNT

## I have been informed that I need to update my Delaware JobLink (DJL) Account. How do I do this?

If you do not have your Username and Password, please follow these steps:

- Step 1, Type <a href="https://joblink.delaware.gov">https://joblink.delaware.gov</a>.
- Step 2 Click LOG IN/REGISTER
- Step 3 Enter username and password
- Step 4 Click LOG IN and follow the prompts

## I received a message that says my DJL account is disabled. What do I do next?

To reactivate your DJL account, please contact us through our Live CHAT agents by clicking <u>HERE</u>. Or complete our Services Request Form by clicking <u>HERE</u> and you will be contacted by a staff member in 1 to 2 days.

#### How do I update my Resume in DJL?

- Step 1 Log into <a href="https://joblink.delaware.gov/">https://joblink.delaware.gov/</a> and enter your username and password.
- Step 2 Go to "My Profile", to update all necessary changes including Contact information, Personal Information, etc.
- Step 3 Go to "My Resume" and follow the instructions to update and/or reactivate my resume.

#### I am an Employer. How can I receive assistance with finding job seekers?

If you are an Employer in need of assistance, please contact the following Business Services Representatives in your area. Make sure to include the nature of your question and your employer contact information.

Wilmington Elise Nguyen, Elise.Nguyen@delaware.gov
Newark Janice Friant, Janice.Friant@delaware.gov
Dover Jennifer Jurczak, Jennifer.Jurczak@delaware.gov
Georgetown Dawn Smith, Dawn.Smith@delaware.gov

#### How to obtain financial support for training and education?

The Division of Employment and Training provides career planning development and follow up, financial assistance for training/school, and other supportive services. Eligibility requirements do exist. To access The Eligible Training Provider List simply visit <a href="https://joblink.delaware.gov/ada/r/training">https://joblink.delaware.gov/ada/r/training</a>. Send an email to DOL DET AREAOFFICESUPERVISORS@delaware.gov to connect with a training case manager.

## How do I obtain a GED?

Adult education programs are for those who want to attain a GED or high school diploma, refresh academic skills for employment or job advancement, or who want to learn English. To find your local adult education program, Visit <a href="https://joblink.delaware.gov">https://joblink.delaware.gov</a>, > click PROGRAMS> ADULT EDUCATION> GO. You may also contact your local American Job Center using our Services Request Form by clicking <a href="https://joblink.delaware.gov">HERE</a>. A staff member will be in touch with you in 1 to 2 days.

#### Do you have services for Veterans?

The Division of Employment and Training (DET) provides services to veterans and eligible persons in the local American Job Centers. Veterans are given a priority when referred to job orders placed in Delaware Job Link by DET. In addition to helping veterans find employment and training opportunities, staff provides vocational guidance and referrals to supportive services. Please reach out to your local American Job Center using our Services Request Form by clicking HERE. A staff member will be in touch with you in 1 to 2 days.

## How can I get One-on-One Assistance with an Employment Services Specialist?

Due to COVID-19, DE Dept. of Labor has suspended public access to our offices until further notice. For assistance, please contact us through our live CHAT agents by clicking <u>HERE</u> between 8am to 4:30pm. Or contact your local American Job Center using our Services Request Form by clicking <u>HERE</u> and a staff member will be in touch with you in 1 to 2 days.

#### What other ways can I find out more about Employment and Training services?

Click on the following link, <u>Employment and Training Services Request Form</u>. Complete the form and click submit. A staff member will be in touch with you in 1 to 2 days. Or you can contact one of our CHAT agents to discuss your employment interests and needs by clicking <u>HERE</u>.